DEPARTMENT OF THE NAVY



BUREAU OF MEDICINE AND SURGERY 2300 E STREET NW WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1601.2 M09B1 2 Nov 2005

BUMED INSTRUCTION 1601.2

From: Chief, Bureau of Medicine and Surgery

To: All Internal BUMED Codes

Subj: WATCH STANDING ORDERS

Ref: (a) U.S. Navy Regulations

(b) OPNAVINST 3120.32C

Encl: (1) Watch Standing Order Number One -Standing Order Book

- (2) Watch Standing Order Number Two -Watch Standing
- (3) Watch Standing Order Number Three Handling of Naval Messages
- (4) Watch Standing Order Number Four Command Log
- (5) Watch Standing Order Number Five -VIPs/Senior Officials
- (6) Watch Standing Order Number Six Death Procedures
- 1. <u>Purpose</u>. Per references (a) and (b) to establish Standing Orders to the Command Duty Officer (CDO), Officer of the Day (OOD), and Chief of the Day (COD). To assign responsibility for all watch standers to become knowledgeable with the Watch Standing Standard Operating Procedure (SOP) manual and with enclosures (1) through (6).

2. Discussion

- a. The attainment of qualification as a CDO, OOD, and COD at Bureau of Medicine and Surgery (BUMED) signifies the ultimate trust and confidence of the Chief, Bureau in the watch stander's judgment and ability. This confidence rests on the certainty of being notified in time to assist in whatever action is necessary to continue to provide the highest standards on a twenty-four hour basis and to ensure the safety of all personnel and equipment.
- b. Nothing takes the place of prudence and common sense on the part of watch standers in this regard. It is expected that watch standers take timely action to act on any circumstance which may occur at BUMED or at one of the Navy Medical commands regarding serious injury or death to personnel, any state of emergency, catastrophic equipment failure, or any incident which may yield an embarrassing situation for the Navy.
- c. In an emergency, ACT FIRST—THEN NOTIFY the Chief of Staff (COS). However, failure to notify the COS when the situation requires, or when you have any doubt as to what course of action is most prudent, is a serious reflection on your judgment. When in doubt, do not hesitate to ask for help.

3. <u>Policy</u>. These Standing Orders are permanent and take precedence over other BUMED written instructions and policies whenever conflicting guidance exists. However, these specific orders must not be modified or further interpreted without the consent of the COS. The Watch Standing SOP manual is a living document and will be updated as needed. The Senior Watch Officer (SWO) along with the Director for Administration (DFA) will ensure that changes are promulgated. Watch standers are responsible for knowing the contents of the watch standing SOP manual.

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Chief of Staff

Acting

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WATCH STANDING STANDING ORDER NUMBER ONE – WATCH STANDING ORDER BOOK

- 1. Purpose. Establish a book of standing orders for the watch standers.
- 2. <u>Objective</u>. The Watch Standing Order Book must contain the Chief of Staff's (COS') instructions for special conditions of a recurring nature.
- 3. <u>Arrangement of Contents</u>. The Watch Standing Order Book is divided into several sections, including:
- a. Watch Standing Orders, which are numbered consecutively and issued and signed by the COS. Standing Orders may be added to or modified as current operational situations dictate.
- b. Watch Standing SOP Manual containing operational information, applicable instructions, checklist, recall roster, point of contacts (POCs), standard operating procedures for the release of message traffic, etc., to assist the Watch Stander in the execution of duties.
- c. A "Pass-down" Log, containing dated memorandums signed by the SWO, Officer OOD or the DFA that clarify or supplement standing orders.
- 4. Maintenance of the Watch Standing Order Book
 - a. The SWO will ensure the Watch Standing Order Book is kept current.
 - b. The SWO will originate standing orders as necessary for the COS' signature.
- c. Those qualified to stand command watches and those in training for qualification will submit suggestions (additions/changes) for the Watch Standing Order Book and the Watch Standing SOP Manual to the SWO.

WATCH STANDING STANDING ORDER NUMBER TWO – WATCH STANDERS

- 1. Purpose. Delineate the authority, responsibilities, duties and reporting relationships of the watch standers.
- 2. <u>General</u>. A CDO is an officer, who has been designated in writing to be qualified as a CDO at BUMED. An OOD is an officer or senior enlisted who has been designated in writing to be qualified as an OOD at BUMED. A COD is an enlisted person who has been designated in writing to be qualified as a COD at BUMED.
- 3. <u>Assignment</u>. All active duty personnel assigned to BUMED except the Chief, Bureau (CB), Vice Chief, BUMED (VCB), other Flag Officers, and COS are eligible to stand watch. Those of the rank of Captain and Master Chief will not normally stand duty. Personnel of the rank Lieutenant Commander and Commander will be assigned as CDO. Personnel of the rank of Chief Petty Officer (CPO), Ensign, Lieutenant (junior grade), and Lieutenant will be assigned as OOD. Personnel of the rank E6 and below will be assigned as COD. In the event of a CACO assignment the watch stander will be temporarily relieved of all watch responsibilities. The duty will be reassigned to the first eligible member on the supernumerary list.
- 4. <u>Scope</u>. As the CDO, the watch stander is the officer on watch and in the absence of the CB and COS (after hours). You represent Navy Medicine on their behalf and, per references (a) and (b), the CDO has authority to make decisions that impact the command and the commands within Navy Medicine's Area of Responsibility (AOR). In this regard, the CDO will consider instructions from the COS to have the same authority and force as if issued by the CB. The CDO must use common sense, tempered by training and experience, in the execution of their duties. As the OOD or COD you represent Navy Medicine and must abide by these standing orders and the Watch SOP manual. The OOD and COD will support the CDO in the execution of all duties.
- 5. <u>Qualification to Stand Watches</u>. No one is considered qualified to stand watch only by virtue of experience at another command. The COS will determine when an individual is qualified. The foundations of this instruction are trust and knowledge. The COS will indicate trust in you, and provide visible display of that trust, by written qualification of you as a watch stander, when you demonstrate that you have obtained the necessary knowledge. The expectation is that watch standers will complete the qualification requirements within two months of reporting, or from beginning the qualification process.

- 6. <u>Reporting Relationships</u>. The CDO and OOD will report directly to the Deputy Chief of Staff (DCOS), Monday through Friday at 0715. On Saturdays, Sundays, and holidays the CDO and OOD will report as necessary.
- 7. Accountability. The COS, is accountable for all that happens at BUMED and represents the CB for all the commands within the AOR. Accountability cannot be delegated. However, during non-work hours, the CDO is responsible for all matters concerning Navy Medicine. The CDO will ensure that he or she receives timely incident reports concerning the status of all commands, personnel, equipment and facilities, but that he or she does not become entangled in the management of minute details. The CDO will maintain the "big picture," while evaluating situations, and make decisions based on common sense, training, and established procedure.
- 8. <u>Responsibility</u>. No written instruction, such as this, can take the place of common sense or cover all circumstances. You are directed to keep the chain of command and the COS informed according to the guidelines described herein, and in any case where you have doubt or are unable to make a decision concerning the situation.
- 9. <u>Authority</u>. The CDO is the direct representative in the COS' absence (after normal work hours) in all matters pertaining to Navy Medicine. All legal orders and directives issued by the CDO in the performance of his or her duty will have the same force as if issued by the COS. The CDO is specifically authorized to take the following actions:
- a. Read, and comply with, all existing BUMED instructions, notices, standing orders, SOP, etc.
- b. Assume the duty not later than 0715 for an established period of time not to exceed 7 days as determined by the SWO. The CDO is not required to stay onboard after normal working hours Monday through Friday. On weekends, and holidays, the CDO is not required to be onboard. However, circumstances may warrant that the CDO be present after normal working hours or be onboard for an extended period of time. The CDO must be accessible and able to return to the Command within one hour. The CDO will also ensure that other watch standers, the OOD and COD, are present for their duty runs for twenty four hours of onboard watch.
- c. Along with the OOD, brief the DCOS Monday through Friday at 0715. Receive verbal report via telephone by 0845 weekends and holidays.

- d. Review with the OOD, the Command Log prior to the morning brief and certify the accuracy and completeness of the log by signature.
 - e. Contact the COS in the following situations:
- (1) Death of a member of the staff at BUMED or a command within BUMED's AOR.
- (2) Serious illness or accident of a BUMED staff member or at a command within BUMED's AOR which could result in death.
- (3) Admission of a VIP at any BUMED command as defined in Standing Order Number Five.
- (4) A serious decline in the status of a previously admitted VIP that might result in death.
- (5) Any situation that requires the issuance or receipt of an OPREP-3 or Blue Dart message. However, take action first, make initial voice report, collect facts, etc., then notify the COS.
 - (6) Any situation requiring activation of Mass Casualty procedures.
- (7) An official civilian agency (i.e., local, state, or federal law enforcement officials) attempts to arrest a BUMED staff member or serve process on a BUMED staff member. This also holds true for reports from subordinate commands (within the AOR) of individuals in position of senior leadership.
- (8) When significant action is required in response to an incoming naval message that requires attention prior to the next working day.
 - (9) Any potential SOFA incidents/violations which occur.
- 10. <u>Contact</u>. If there is any doubt as to an appropriate course of action, and after having exhausted all possible avenues, contact the COS.

<u>WATCH STANDING</u> STANDING ORDER NUMBER THREE – HANDLING OF NAVAL MESSAGES

Ref: (a) OPNAVINST 3100.6G (b) SECNAVINST 5510.36

- 1. <u>Purpose</u>. Establish handling procedures for naval messages.
- 2. Receipt of Incoming Messages After-hours
- a. After hours, the OOD should review all incoming "unclassified" naval messages. If a message requires immediate action by a specific office code the message should be routed to the appropriate code. If a message requires BUMED action, i.e., state of emergency, SOFA issue, SAVI incident, etc., the OOD shall notify the CDO and take for action and ensure proper procedures are followed.
- b. If immediate action is required in response to an incoming message, gather all amplifying information and notify the COS.
- c. On notification that an immediate action classified message has been received after normal working hours, the OOD will:
- (1) Notify the CDO and the appropriate code and direct them to take for action. This will be done regardless of the time of day it is received. The COS will also be notified.
- (2) Make appropriate entries in the Command Log giving a complete and accurate chronology of events to include, but not be limited to, the time message received, action taken by the OOD or CDO, the date/time group, originator and subject line of the message (if the subject line is unclassified). At no time will classified information be entered into the log.
- d. All members standing the OOD and CDO watch must have a current Secret clearance. This clearance may be of an interim nature pending completion of the requisite background investigation.

3. Special Message Handling Procedures

- a. <u>OPREP-3 Messages</u>. Initial voice reports and initial amplification messages in the OPREP-3 reporting system are extremely time sensitive. The procedures of reference (a) of this enclosure will be followed when submitting these messages.
- b. <u>Blue Dart Messages</u>. BUMED will be notified of the release of any Blue Dart message that affects any or all of our AOR commands. Blue Dart messages are alerts concerning terrorist activity that will impact the command either directly, or indirectly, and any force protection posture changes. The CDO will gather all amplifying information and contact the COS.
- c. <u>Classified Messages</u>. Classified naval messages will be afforded the security required in accordance with reference (b) of this enclosure. Access will be granted only to staff members meeting the following criteria:
- (1) Listed on the classified message authorization list maintained by the quarterdeck.
- (2) Need to know. Review of classified messages will take place in a secured location. Follow proper procedures for the handling of classified materials.

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<u>WATCH STANDING</u> STANDING ORDER NUMBER FOUR – COMMAND LOG

- 1. <u>Purpose</u>. To establish the Command Log as the official, legal record of events of significant nature occurring within BUMED.
- 2. <u>Discussion</u>. The Command Log is the official daily record of BUMED. It will describe every circumstance and occurrence of importance, including events, which may be of historical value. The log is a chronological record of events occurring during watch and it provides a document of historical and legal value. Accuracy in describing events recorded in the log is essential. Entries often constitute important evidence in judicial and administrative fact-finding proceedings arising from incidents involving BUMED. A ROUGH LOG WILL NOT BE KEPT. The Command Log will be written as events occur.
- 3. Required Log Entries. Reference (a) of the basic instruction describes some of the events, which will be entered into the Log. At a minimum, the following events will be entered:
 - a. Relief of the CDO, OOD, and CDO and names of oncoming watch standers.
 - b. Arrival and departure times of official visitors to BUMED.
 - c. Admission of VIPs to an inpatient status within the AOR.
- d. The unclassified activation or warning orders of any deployable medical platforms or assets within BUMED.
- e. The death reports for Active Duty staff members assigned to all commands within BUMED.
- f. Major flooding, fire, damage to equipment, and any emergency interrupting normal operations at a command within BUMED's AOR.
 - g. Arrests, suspensions and restorations to duty of any staff member of BUMED.
 - h. Any other occurrence with operational, high visibility, or historical significance.
- i. Signature of the OOD and CDO verifying the accuracy of the Command Log entries.
- 4. <u>Log recording procedures</u>. Log entries will be made directly by the COD, OOD and CDO, who will retain responsibility for ensuring a complete and accurate log. Once entries are made they become a permanent part of the log, although they may be

counteracted or corrected by subsequent entries. Late entries will be entered on the next sequential line in the log by recording the time of the late entry, the actual time of the occurrence, and the entry as if it had just occurred. As an example:

- 1130 Navy Medicine East reports the admission of the Secretary of Defense. COS notified.
 - 1200 Late Entry: 0730 Commence Command Personnel Inspection.
 - 1835 Internal and External rounds completed by OOD.

The OOD and CDO will verify the accuracy of all entries in the Command Log, and ensure the completed log is ready each morning at approximately 0700, just prior to briefing the DCOS. The log will be reviewed and signed by the OOD, CDO and the DCOS.

WATCH STANDING STANDING ORDER NUMBER FIVE – VIPS/SENIOR OFFICIALS

1. Purpose. To establish procedures of notification for VIP and senior officials who are patients at commands within BUMED.

2. Notification

- a. The CDO will notify the COS as soon as practical whenever one of the following senior officials is admitted as an inpatient at a Military Treatment Facilities (MTF) within BUMED:
 - (1) The President or any member of his or her family.
 - (2) The Vice President or any member of his or her family.
 - (3) Member of Congress.
 - (4) Presidential Cabinet member.
 - (5) Justice of the Supreme Court.
 - (6) Foreign Ambassador or Foreign Military Attaché.
 - (7) Flag Officer of U.S. or Foreign Uniformed Service.
- 3. Release of Information concerning VIPs. The diagnosis or reason for admission of a VIP or senior official will not be released to anyone, including OPNAV or the State Department Operations Center. Refer requests for information to the COS.

WATCH STANDING STANDING ORDER NUMBER SIX – DEATH PROCEDURES

Ref: (a) MILPERSMAN 1770 through 1770-240

- (b) Watchstanding SOP manual
- 1. <u>Purpose</u>. To set forth procedures for reporting the death of a staff member assigned to BUMED or any command within the AOR.
- 2. <u>Procedures</u>. When notified of a death of a staff member or dependent the CDO will ensure the following:
 - (a) The COS is notified.
- (b) The OOD will enter the name, command, and time of notification into the duty log.
- (c) Per reference (a) and (b) of this enclosure, the OOD/CDO will ensure that proper CACO procedures are followed.